The Washington City Council met in a regular session on Monday, October 19, 2015 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Doug Mercer, Mayor Pro tem; William Pitt, Councilman; Richard Brooks, Councilman; Larry Beeman, Councilman; Bobby Roberson, Interim City Manager; Cynthia S. Bennett, City Clerk and Franz Holscher, City Attorney.

Mayor Hodges called the meeting to order and Councilman Pitt delivered the invocation.

APPROVAL OF MINUTES:

By motion of Mayor Pro tem Mercer, seconded by Councilman Brooks, Council approved the minutes of September 28, 2015 with the typographical corrections made by the Clerk earlier today.

APPROVAL/AMENDMENTS TO AGENDA:

Mayor Hodges reviewed the requested amendments to the agenda:

- ➤ <u>Move:</u> Consent Agenda Item C: to New Business Item B: Award/Approve Repair to PAS Generator to Atlantic Power Systems of NC, Inc. and Approve Purchase Order
- ➤ <u>Move:</u> Consent Agenda Item D: to New Business Item C: Award/Approve Contract to Alcan Management, LLC to apply herbicide within our right of way for the electrical distribution system and Approve Purchase Order

By motion of Councilman Beeman, seconded by Councilman Brooks, Council approved the agenda as amended.

CONSENT AGENDA:

By motion of Councilman Brooks, seconded by Councilman Beeman, Council approved the Consent Agenda as amended.

A. <u>Declare Surplus/Authorize</u> – Electronic Auction of Vehicle through GovDeals

Vehicle Number: 231

Make/Model 2000 Ferrara Fire Engine Serial Number: 4S7CT239XYC032506

Odometer Reading: 65,703

- B. <u>Moved to New Business Item B:</u> <u>Approve</u> Purchase Order for a Phillips Cardiac Monitor from Southeastern Emergency Equipment
- C. **Moved to New Business Item C:** <u>Award/Approve</u> Repair to PAS Generator to Atlantic Power Systems of NC, Inc. and <u>Approve</u> Purchase Order
- D. <u>Award/Approve</u> Contract to Alcan Management, LLC to apply herbicide within our right of way for the electrical distribution system and <u>Approve</u> Purchase Order
- E. <u>Award/Approve</u> Contract to the Soundside Group, to replace network switches and Approve Purchase Order

*Requisition #745, Capital Ford, \$23,614 to replace vehicle #416 ~ budgeted.

COMMENTS FROM THE PUBLIC: NONE

PUBLIC HEARING – ZONING: 6:00PM NONE

PUBLIC HEARING: OTHER NONE

SCHEDULED PUBLIC APPEARANCES: VALINDA PINKHAM- OPTIMIST CLUB REQUEST (PATTY PEEBLES)

(begin memo) This Optimist Club of Washington respectfully requests that the fees to rent the soccer fields for a tournament on November 14th be waived. Our tournament is part of the Eastern Athletic Conference for recreational level teams which includes Edenton, Perquimans, Williamston, Currituck and Washington. The minimal fees for team registration and admission are governed by the EAC directors. We are allowed to charge \$90 per team registration and admission of \$3 for adults and \$2 for students and under 5 are free. These are minimum fee amounts unlike travel leagues that charge \$400/\$500 per team to participate and have \$7-8 gate admittance fees.

Once we pay referees, equipment, insurance and trophies there is very little, if any, profit from the tournament. We would probably lose money if we have to pay the city to rent the soccer fields as is the current city policy. There is a potential for

about 20 teams to be participating in the Tournament in four divisions. Signups are in process and we won't know the total teams until later this month. If you need further information, please let me know. Respectfully submitted for your review. (end memo)

Valinda Pinkham, representing the Optimist Club came forward and reviewed the request submitted by Patty Peebles to have the fees waived for the rental of the soccer fields for a tournament on November 14, 2015.

Mayor Hodges asked how much are the fees and Ms. Pinkham voiced probably at the most \$400. Mayor Pro tem Mercer stated the charge would be \$50 for the first field and \$25 for each additional field. Ms. Pinkham noted that the request is to include fees for the attendants at each field.

Mayor Pro tem Mercer stated that Council waived fees several months ago and that Council has made contributions for fees in the past. We have opened the door for waiving fees and he will maintain his position and vote against this request and any future request.

Councilman Brooks felt we should waive the fees for this request, but then Council should agree that this would be the last time that the fees are waived for any event. Mayor Hodges voiced this should be the last time to waive any fees for any event and that anyone requesting that fees be waived should be notified that Council will not grant any future request for fee waivers.

By motion of Councilman Brooks, seconded by Councilman Beeman, Council agreed to grant the request made by the Optimist Club to waive fees for the soccer tournament scheduled for November 14, 2015. Motion carried with Councilman Mercer opposing.

A motion was made by Councilman Brooks to discontinue waiving fees from this point forward and send a letter to all of the leagues advising them of this decision. Motion died for lack of second

Councilman Beeman suggested that this should be limited to City leagues due to the upcoming basketball tournament.

Mayor Pro tem Mercer asked if Council can adopt a motion regarding what a future Council may or may not do regarding fees. The City Attorney explained that Council could adopt a motion regarding the discontinuance of waiving fees, that would set a precedent, but the action could be undone at a future meeting by a future Council.

The motion died for lack of a second.

BARBARA GASKINS – TRUNK OR TREAT EVENT

Ms. Barbara Gaskins stated this is the fourth year she has planned and implemented a trunk or treat event. Halloween can be a great time for children but it could be a time when children fall prey to potential predators. The event this year has been planned on October 31, 2015 at Beebe Park and is a safe alternative for our children. Ms. Gaskins requested the following assistance from the City, noting this is the same request as prior years:

- o lighting
- o traffic control/Police involvement
- o waive fees
- o candy donations

Kristi Roberson, Parks and Recreation Manager explained that the cost for the park rental fee for City residents four (4) hours or less is \$25 and more than four hours the rental fee is \$40. The fee is doubled for non-city residents. Additional fees may include the use of roll-out carts, street closures, amplification, etc.

Mayor Pro tem Mercer noted there would be fees for having Police Officers at the event. Ms. Gaskins stated that typically the patrol officers on shift would frequent the event to interact with the children and distribute candy. Ms. Gaskins explained that in years past, the Police Department furnished lighting for the event.

Councilman Beeman made the motion to waive fees for 2015 Trunk or Treat event at Beebe Park. Motion died for lack of seconded.

Councilmembers contributed personal funds to Ms. Gaskins for the 2015 Trunk or Treat event instead of waiving fees.

TERRY BREGE - BOOTH & ASSOCIATES - COST OF SERVICE STUDY

Terry Brege, representing Booth & Associates presented the Cost of Service Study to Council. Mayor Pro tem Mercer requested additional information regarding the distribution of operation and maintenance cost. A proposed rate decrease was presented in the study and is projected that the proposed rates would hold until April 1, 2018 when the Power Agency projects a 3% rate increase.



Cost-of-Service/Rate Design Study Results

Presented to the City Council of the City of Washington

October 19, 2015



What is a Cost-of-Service Study?

- Assigns the Electric Utility's costs to different classes of customers based on how these costs are incurred
- · Determines how the costs should be recovered from consumers in each class of service
- Determines the revenue requirement needed to meet the Electric Utility's financial goals
- Methodology set out in the National Association of Regulatory Utility Commissioners' Electric Utility Cost Allocation Manual



Why Should a Utility Do a Cost-of-Service Study?

- To determine what it actually costs to serve a class of consumers
- If you don't know what it costs, how do you know what to charge?
- · Avoid discrimination between classes of consumers
- Assists in designing rates that limit intra-class discrimination



The Cost-of-Service Study

- · Really a combination of three separate studies:
 - The Accounting Study
 - Develop pro forma income statement
 - Based on financial goals develop revenue requirement
- The Cost-of-Service Study
 - Assigns/allocates revenue and expenses to individual rate classes based on cost & load based allocation factors
 - Determines revenue requirement by class
 - Separates costs by consumer-related, demand related, and energy related
- The Rate Design Study
 - · Uses results of Cost-of-Service Study to design rates to meet financial goals and are cost-base



The Rate Design Objectives

- Rates should be simple and understandable
- · Rates should yield the revenue requirement
- Rates should be fair and avoid undue discrimination both between classes and within individual classes of consumers
- Rates should discourage the wasteful use of energy and facilities



Actual Test Year Income Statement

Pro Forma Test Year Ending December 31, 2014

	Actual Test Year
Operating Revenues	\$35,256,537
Other Operating Income	\$474,562
Total Operating Revenue	\$35,731,098
Purchased Power Expense	\$28,340,973
O & M Expenses	\$7,075,502
Total Cost-of-Service	\$35,416,475
Net Revenue	\$314,623

Pro Forma Test Year Income Statement Pro Forma Test Year Ending December 31, 2014 Actual Test Year Adjustments Operating Revenues Other Operating Income \$35,256,537 (\$1,217,347) \$34,039,190 \$474,562 \$474,562 (\$1,217,347) \$35,731,098 \$34,513,752 Total Operating Revenue Purchased Power Expense O & M Expenses \$28.340.973 \$24,434,584 \$7,075,502 \$1,102,130 \$8,177,632 Total Cost-of-Service \$35,416,475 \$32,612,216 (\$2,804,259) \$314.623 \$1.586.912 \$1,901,535

Major Adjustments Operating Revenue Weather normalization adjustment (\$ 230,915) End-of-period customer adjustment \$ 131,676 (\$ 1,505,480) Impact of 6% rate reduction Purchased Power Expense (\$ 162,638) Weather normalization adjustment (\$ 6,432) End-of-period customer adjustment \$ 38,496 Normalization of line loss Change in purchased power costs¹ (\$ 3,776,049)

^I Based on projected April 1, 2017 rates

Recommended Revenue Change Pro Forma Test Year Ending December 31, 2014 Pro Forma Test Year Projected After Change Adjustments (\$1,918,805) \$0 \$34,039,190 \$474,562 \$32,120,385 \$474,562 Operating Revenues Other Operating Income \$34,513,752 \$32,594,947 (\$1,918,805) Total Operating Revenue Purchased Power Expense O & M Expenses \$24,434,584 \$24,434,584 (\$17,270) \$8,177,632 \$8,160,362 Total Cost-of-Service \$32,612,216 \$32,594,947 Net Revenue \$1,901,535 (\$1,901,535) Percent Change (5.64%) Booth & Associates, LLC

Cost-of-Service Study Results Rate Class Change Residential Service (0.98%)(6.37%) Small General Service (14.80%)Medium General Service Large General Service (8.87%) Industrial Service (4.95%)Coincident Peak Demand Service (22.93%)Lighting Service _(13.50%) (5.64%)

Justifiable Monthly Customer Charge by Rate Class Rate Class Related Distribution Charge \$ 10.05 \$ 28.23 \$ 8.171 Small General Service \$ 12.18 \$ 47.92 \$ 17.562 Medium General Service \$ 57.23 \$ 406.17 \$ 26.292 Large General Service \$ 105.71 \$ 832.56 \$ 273.73 \$ 5,518.63 Industrial Service None Weighted between inside the City and outside customers Weighted between single-phase and three-phase customers With demand minimum taken out

Reasons to Increase Monthly Customer Charge

- Revenue Stability Fixed revenue not susceptible to swings in weather
- Price Signal More closely reflects the cooperatives fixed monthly costs
- Distributed Generation Reduces the distribution costs offset by customer-owned generator
- Energy Efficiency High energy charges overstate the true benefits of energy conservation
- Fairness Low facilities charges and high energy charges discriminate against the high use consumer

October 19, 2015 Booth & Associates, LLC

Recommended Changes by Rate Class

Rate Class	Justified Change	Recommended Change
Residential Service	(0.98%)	(2.52%)
Small General Service	(6.37%)	(6.35%)
Medium General Service	(14.80%)	(14.00%)
Large General Service	(8.87%)	(8.75%)
Industrial Service	(4.95%)	(4.90%)
Coincident Peak Demand Service	(22.93%)	(16.50%)
Lighting Service	_(13.50%)	0.00%
Total	(5.64%)	(5.64%)

Potential Option for Revenue Changes by Rate Class

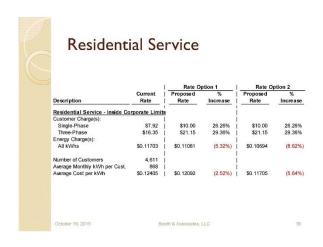
- Reduce the Residential Service class by the overall system average of 5.64%
- No reduction to the lighting schedules
- Reduce the remaining classes by <u>~57%</u> of the justifiable decrease

October 19, 2015 Booth & Associates, LLC

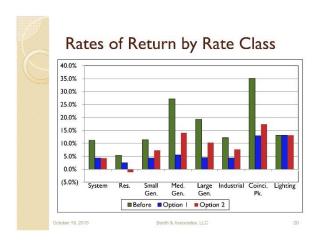


Customer Charges Recommend increasing Customer Charges Residential Service - Inside Increase Customer Charge from \$7.92 to \$10.00 Residential Service — Outside Increase Customer Charge from \$8.35 to \$10.55 Small General Service Single-Phase - \$15.53 to \$19.60 Three-Phase - \$25.05 to \$32.40 Medium General Service Single-Phase - \$16.75 to \$25.00 Three-Phase - \$27.02 to \$50.00





			Option 1			Option 2	
		-	Increase / (C	lecrease)	8	Increase / (E)ecrease)
kWł	Current	Proposed	\$	%	Proposed	S	%
	50 \$13.7	7 \$15.54	\$1.77	12.84%	\$15.35	\$1.58	11.449
1	00 \$19.6	2 \$21.08	\$1.46	7.43%	\$20.69	\$1.07	5.469
2	50 \$37.1	8 \$37.70	\$0.52	1.41%	\$36.74	(\$0.44)	(1.199
5	00 \$66.4	4 \$65.41	(\$1.03)	(1.55%)	\$63.47	(\$2.97)	(4.469
1,0	00 \$124.9	5 \$120.81	(\$4.14)	(3.31%)	\$116.94	(\$8.01)	(6.419
1,5	00 \$183.4	7 \$176.22	(\$7.25)	(3.95%)	\$170.41	(\$13.06)	(7.129
2,0	00 \$241.9	8 \$231.62	(\$10.36)	(4.28%)	\$223.88	(\$18.10)	(7.489
2,5	00 \$300.5	0 \$287.03	(\$13.48)	(4.48%)	\$277.35	(\$23.15)	(7.709
3,0	00 \$359.0	2 \$342.43	(\$16.59)	(4.62%)	\$330.82	(\$28.20)	(7.859
4.0	00 \$476.0	5 \$453.24	(\$22.81)	(4.79%)	\$437.76	(\$38,29)	(8.049



Councilman Brooks discussed the proposed rates as well as the projected 2018 rate increase.

By motion of Mayor Pro tem Mercer, seconded by Councilman Brooks, Council accepted the Cost of Service Study report from Booth and Associates and further agreed to study the report for future action.

CORRESPONDENCE AND SPECIAL REPORTS: NONE

REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES:

HUMAN RELATIONS COUNCIL – accepted report as presented MISSION STATEMENT

- To promote social and economic equality in the community, working with Local Government and other resources.
- To appreciate the cultural and ethnic diversity of the citizens of Washington and Beaufort County
- To encourage citizens to live and work together in harmony and mutual respect

OLD BUSINESS:

<u>Update – 'National Night Out' and 2015 Pro's Week:</u> Lt. Chrismon, Police & Fire Services, provided the update voicing the event was a great success and thanked HRC for their support. Lt. Chrismon shared it appears this event gets larger every year and WPD & Fire Service is grateful for the support from the community.

<u>Update – Housing Symposium:</u> Board member Recko was absent and Lt. Chrismon provided this update. Lt. Chrismon noted there is 1000 properties available in Beaufort County and 'yes' there is a waiting list. During the Housing Symposium, Mr. Recko stated they are not receiving applications at this time. It was suggested to look at the timeframe because the majority of the community is working during the hour the event was scheduled this year. The event does not seem to be reaching the intended audience when scheduled during the day.

NEW BUSINESS: None

OTHER BUSINESS:

<u>FYI</u> – All FYI items and reminders were discussed inclusive of the July 14, 2015 report submitted to City Council, financial report.

OPEN DISCUSSION:

Chairman St. Clair thanked Board member Hammons for stepping in for her during the Housing Symposium.

Lt. Chrismon announced the Grant Award received by the City to make Havens Gardens handicapped accessible.

<u>APPOINTMENTS:</u> WASHINGTON HOUSING AUTHORITY:

Mayor Hodges appointed Mark C. Everett to the Washington Housing Authority to fill the unexpired term of Yvonne Saleem, term to expire June 30, 2018.

HUMAN RELATIONS COUNCIL:

By motion of Councilman Pitt, seconded by Councilman Brooks, Council appointed Tammie Lawrence to the Human Relations Council, to fill a vacant position, term to expire June 30, 2018.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council appointed Glenwood Horton to the Human Relations Council to fill a vacant position, term to expire June 30, 2018.

OLD BUSINESS:

<u>APPROVE</u> – EXTENSION OF 34.5kV LINE TO THE WASHINGTON/BEAUFORT COUNTY INDUSTRIAL PARK

Beaufort County Manager, Brian Alligood explained that Beaufort County received a NC Department of Commerce Industrial Development Fund (IDF) grant to extend Page Road from its current terminus to Leggett Road. This extension will help with traffic flow to and from the Industrial Park and make access to US 264 more safe (see attached map). The accepted bid for the construction of the extension was below the engineer's estimate and including contingency should allow approximately \$100,000 in available project budget funds after the original scope of the project is completed. Pronamics recently sold its facility in the Park to Flanders Solutions. Flanders Solutions supplies glass media to Flanders Filters for its manufacturing operations. Due to its glass spinning operation, Flanders Solutions production is impacted severely when an electrical outage or blip occurs. It usually causes the entire current production run to be wasted. They are working with a vendor to help provide a solution to this issue internally at the facility, but there is also a proposed utility supply project that will help as well.

The Park is currently served by a 12.5kV electric line (green line on the attached map) that runs from US 17 down Cherry Run Road to Leggett Road. This line is susceptible to outages and blips due to the exposure it has along the route. It is proposed that the existing 34.5kV electric line on Page Road (pink line on map) be extended to the Park (red line on map). This extension will be in existing rights-of-way and can be overbuilt along the 12.5kV section that currently serves the Park. It is my

understanding that this extension is already a part of the City's long term electric plan. The 34.5kV extension is off the existing transmission line that serves the Wharton Station substation and the Flanders Filters facility. It is more robust and less susceptible to outages or blips due to the higher voltage level and the reduced exposure along its route.

An estimate from the City's Electric Director to complete the proposed project is included in the agenda packet. It is the County's intent to use the remaining funds from the IDF grant to help pay for the extension. We have received tentative approval from NC Commerce to modify the existing scope of the project to include the electric line extension. Flanders Solutions is proposing to expand it currently facility by 12,000 SF and 62 employees if the electric issue can be resolved. In order to complete the project with the anticipated funds, the City would need to allow its forces to construct the line as in-kind work. It is anticipated that with the proposed facility expansion the City would see a return of its investment within a year of the expansion going on line.

Mr. Alligood is requesting that Council approve the proposed joint project to extend the 34.5kV electric line to the Industrial Park using County IDF funds remaining in the Page Road Extension project and using City forces to construct the extension. This project is currently in the long-term plan for the City.

Mayor Hodges inquired about the time frame of the project. Mr. Hardt said City staff would be working on line replacement work but this could be pushed out to a later date in order to accomplish the project presented by Mr. Alligood. The proposed project would take approximately 90 - 120 days.

Mayor Pro tem Mercer noted this project could be a "win-win" for the City and County, but he has concerns with delaying work already scheduled for City staff. Mr. Hardt explained that approximate cost per mile for this type of line is \$190,000 - \$200,000.

Councilman Brooks asked if the delayed projects would still be completed in the current budget year if the Council agreed to the request presented by Mr. Alligood and Mr. Hardt said the major projects will be completed.

Re: Electric Feeder Extension Estimate

Dear Mr. Alligood:

Please find contained herein the estimate for the extension of the City of Washington's electric distribution feeder north along the extension of Page Road to the Washington-Beaufort County Industrial Park. The estimate is based on outside engineering designing the project and power line contractors constructing the feeder.

Based on our conversations I would like to utilize the City's engineering and construction staff to design and build the feeder extension. This would the project to be completed for approximately \$103,500 instead of the \$217,801 estimate. I ask that the county approach the Washington City Council and make an appropriate request.

Please advise if you have any questions. Sincerely,

Keith Hardt, P.E.



Owner:	City of Washington	Date:	10/2/2015
Facility:		Estimated By:	KAH
Project:	Industrial Park Feeder Extension	Project Number:	
Description	Extend 34.5 kV Feeder along Page Road to the Washing	ton-Beaufort County Industrial Park	

Line Item	Item or Construction Unit	Quantity	Unit	Labor & Equipment Cost	00'01	terial Cost	Ex	rtended Cost
1	New Construction; 3φ 336.4 ACSR; 34.5 kV Transmission	0.94	mi	\$ 81,384	\$	110,106	\$	180,001
					Con	tingencies	\$	18,000
			Enginee	ring, General a			\$	19,800
				79-17		Total	\$	217,801

Councilman Beeman inquired about cost for City crews to do the project compared to contract crews. Mr. Hardt noted that the quoted labor for contract crews would be approximately \$80,000 while City crews labor (equipment) costs would be \$30,000. Material cost is the same being the City would purchase the materials either way.

By motion of Councilman Pitt and seconded by Councilman Brooks, Council approved the proposed joint project to extend the 34.5kV electric line to the Industrial Park using County IDF funds remaining in the Page Road Extension project and allowing City forces to construct the extension.

Mayor Pro tem Mercer suggested to amend the motion to include that Beaufort County shall have a proportionate share of no less than \$100,000. The requested amended died for lack of a second. The motion stands as previously stated.

Original motion restated: By motion of Councilman Pitt and seconded by Councilman Brooks, Council approved the proposed joint project to extend the 34.5kV electric line to the Industrial Park using County IDF funds remaining in the Page Road Extension project and allowing City forces to construct the extension. Motion carried.

<u>AUTHORIZE</u> – THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES CONSULTING AGREEMENT WITH WITHERS RAVENEL, INC ~ IMPLEMENT PHASE 2 OF GIS PROJECT

Interim City Manager, Bobby Roberson summarized the background and findings by stating the City's GIS data base was last updated in 2007. The initial phase of the project included connecting with the counties GIS system, providing a mechanism for regular updates, updating the city's GIS data layers, integration with our computer servers, and planning/inspections staff training. Phase 1 (planning & zoning) of this multiple year project was completed this past year. Phase 2 will consist of converting all Public Works data over to a GIS format and begin to maintaining that data in a city-wide GIS. Phase 2 is included in the FY 2015-16 budget and will be funded at a total cost of\$24,200 with \$12,100 - water (30-90-6610-7400) & \$12,100 - sewer (32-90-6610-7400). Phase 3 will include Electric Utilities and will be included in the FY 2016-17 budget proposal.

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council authorized the City Manager to execute a Professional Services Consulting Agreement with Withers Ravenel, Inc. to implement Phase 2 of the GIS project and approved the corresponding purchase order.

September 18, 2015

Task 2 Conversion of Data Standardize CAD Layers and objects to facilitate the conversion of data Convert all CAD water, sever, data features over to GIS format Convert all CAD water, sever, data features over to GIS format Convert all CAD water, sever, data features over to GIS format Convert all AD water, sever, data features over to GIS format Convert all smoothing from CAD over to GIS format Convert all smoothing from CAD over to GIS format Convert all smoothing from CAD over to GIS format Convert all smoothing from CAD over to GIS format Convert all smoothing from CAD over to GIS format Convert all smoothing from CAD over to GIS format CONSULTANT by placing at his disposal all available infor to the scope of work, including previous reports, maps, old drawin records and any other dat analysis to deck for all reliable to the scope of work. CONSULTANT as appropriate. CONSULTANT as appropriate. Provide for GIB for features and split pipes at all point features Sang all pipes to point features and split pipes at all point features Run series of analysis to check for pologyer error Run series of analysis to check for pologyer error Run series of analysis to check for pologyer error Run series of analysis to check for pologyer error Run series of analysis to check for pologyer error Run series of analysis to check for pologyer error Run series of analysis to check for pologyer errors Run series of analysis to check for pologyer error Run series of analysis to check for pologyer errors Run series of analysis to check for pologyer errors Run series of analysis to check for pologyer errors Run series of analysis to check for pologyer errors Run series of analysis to check for pologyer errors Run series of analysis to check for pologyer errors Run series of analysis to check for pologyer errors Run series of analysis to check for pologyer errors Run series of analysis to check for pologyer errors Run series of analysis to check for pologyer errors Run series of analysis to check for pologyer errors Run series of an	DUTANTING SERVICES, RS actual agreement and notice to procee RSRAVENEL, INC (CONSULTANT) if order are as follows: IS program following recommendation tata as a planning and future design too data over to a GIS format and beg ages of that task will be to set up a fi could include conversion, data cleans the associated consulting fees for the annual information Model t and future needs all available information pertine start via GoToMeeting September 18, 201	FOR THE CITY OF WASHINGTON FURTHER DESCRIPTION OF BASIC CONSULTANTIN AND RELATED MATTERS This Task Order dated SEPTEMBER 2015 shall act as a confractual age between the CITY OF WASHINGTON (CITY), and WITHERSRAVEN professional consulting services. 1. The Basic Services of the CONSULTANT for this Task Order are at the CITY now has intentions of continuing to further the GIS program in the GIS Master Plan. With the goal of utilizing the GIS data as a plate he next step in that plan is to convert Public Utilities data over maintaining that data in a City-wide GIS. The beginning stages of the geodatabase for water and sever data and then next steps would include where recessary, and staff training. This Task Order presents the scope of work, schedule and the associata updates and training project. Task I Geodatabase Design • It is recommended to start with the ESRI Local Government Inform • Customitte the data model to best suit the CITY's current and future.	CITY OF WASHINGTON "CITY" AND SRAVENEL, INC. (WR), a North Carolina Corporation "CONSULTANT" IT in consideration of their mutual covenants herein agree in respect of ining of professional consulting services by CONSULTANT and the year Corporation of their mutual covenants herein agree in respect of ining of professional consulting services by CONSULTANT and the year Corporation of this Agreement by CONSULTANT and the State of their consulting services with the Basic need Task Orders. This Agreement will become effective on the date notifictions of this Agreement by reference. It the entire agreement by reference. It the entire agreement between the CITY and CONSULTANT and or or oral understandings. This Agreement may only be amended, arceled by a duly executed Task Order or order withen instrument. The parties hereto have executed this Agreement to be effective as of the CONSULTANT: Seth E. Swaim, CISP, PLS	WITHERSRAVENEL, INC. WITHERSRAVENEL, INC. WITHERSRAVENEL, INC. CO. The CITY and CONSULTANT in considerate performance or furnishing of profess symmetr of those envices by the CITY stateched and made a part of the Agreement of the CITY constitutes the CITY's written and envices described in attached Task Order secured by the CITY. The Standard Terms and Conditions of this in the CITY constitutes the C
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September 18, 2015

The CONSULTANT will perform the tasks TWENTY FOUR THOUSAND TWO HUNDR	outlined above for a <u>NOT-TO-EXCEED FEE CED DOLLARS (\$24,200)</u> .
Total Tasks 1 - 4 Project Management	\$21,10
Total Project Not-To-Exceed Fee of	\$24,20
IN WITNESS WHEREOF, the parties have execute DC-teches, 2015.	ed this Task Order on this <u>19</u> 44 day
CITY CONSULTA	ANT
By: Breeze Rusen	By: Soth E. Sour
Name: Bobby E. Roberson	Name: Seth E. Swaim, GISP, PL5
Title: Intesim City Manger	Title: Vice President, GIS Date: September 18, 2015
Scel *	
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	September 18, 201



ENGINEERS | PLANNERS | SURVEYORS



FEE & EXPENSE SCHEDULE

Labor Code	Description	Hourly Rate
	Civil	1010
PR	Principal	177
TC	Senior Technical Consultant	160
SP	Senior Project Manager	14
PM	Project Manager	130
\$R	Senior Project Protessional	120
PE	Project Professional	110
EN	Staff Professional	100
SD	Senior Civil Designer	105
DE	Civil Designer	90
CD	CAD Technician	72
CM	Construction Manager	115
IN	Construction Observer	70
RP	Resident Project Representative	85
	Plenning & Londscope Architectu	
ZE	Zoning Consultant	160
LS	Senior Project Manager	145
PM	Project Manager	130
SR	Senior Project Professional	120
LA	Project Professional	110
LD	Landscape Designer	96
LP	Land Planner	85
PT	Planning Technician	75
PS	Survey Director	150
SM	Survey Project Manager	120
SB	Project Surveyor	100
SS	Survey Staff Professional	85
ST	Survey Technician	75
S3	Survey Crew - 3 Person	165
S2	Survey Crow - 2 Person	130
S1	Survay Craw - 1 Person	115
sv	Survey Crew Supervisor	70
	Administrative	
RS	Records Research	60
CL	Clerical	60
OA.	Office Administration	50

Labor Code			Hourly Rate
	Environme		Service Control
P5	Environmental Project Pr	ofessional V	140
P4	Environmental Project Pr		125
P3	Environmental Project Pr		118
P2	Environmental Project Pr		105
P1	Environmental Project Pr	ofessional I	100
E3	Environmental Staff Profe		95
E2	Environmental Staff Profe	essionai II	85
Ef	Environmental Staff Profe		75
T3	Environmental Technicise	NIII	70
T2	Environmental Technician	vII	88
T1	Environmental Technician		60
EO	Environmental Clerk II		50
EA	Environmental Clerk I		45
WB	Senior Biologist/Wetlands	Scientist	110
ВІ	Biologist/Wetlands Scient		85
	Geologic		
HG	Senior Hydrogeologist		150
G1	Project Geologist		96
GT	Staff Geologist		85
	GIS		
GG	GIS Manager		150
GH	OIS Specialist		100
gs	GIS Technidan III		85
GC	GIS Technician II		70
GB	GIS Technician !		55
GM	GPS Crew		-80
	Expense		100
Bond Print			\$1.50 / SN
Mylar Print			\$10.00 / Sht
Misuce		Per IRS	
Subcontrac	tor Fees	17 3000	Cost x 1.10
	Repro., Permits)		Cost x 1.10
Courier Fee			\$25
	Fort Ex Pack	3005	
item:		Standard	Overnight
Letter		\$19.50	824.50
Tube		\$29.50	\$34.50

<u>AWARD/APPROVE</u> – BID TO ETHERIDGE ROOFING INC. TO REPLACE THE GYMNASIUM

(Background) The gymnasium roof has been coated and recoated multiple times to extend its life and is in need of replacement. \$54,000 is budgeted for this project.

ROOF AT THE BOBBY ANDREWS RECREATION AND APPROVE THE ACCOMPANYING PURCHASE ORDER SUBJECT TO BID SPECIFICATIONS

BID TABULATION

Bid for.

7th Street Recreation Gym Roof 2:00 PM, Monday September 22,2015

Description

TPO Roofing

Curtis Roofing

Etheridae Roofina, Inc.

CSI

\$51,980.00

By motion of Councilman Pitt, seconded by Councilman Brooks, Council awarded the bid to Etheridge Roofing Inc. in the amount of \$47,575.19 to replace the gymnasium roof at the Bobby Andrews Recreation Center and approved the accompanying purchase order subject to the bid specifications.

<u>AUTHORIZE</u> – THE MAYOR TO EXECUTE AN ADMINISTRATIVE SERVICES AGREEMENT WITH MID EAST COMMISSION TO ADMINISTER THE RURAL ECONOMIC INFRASTRUCTURE GRANT FOR THE HOTEL PROJECT

(Background) Award notification was received August 21st and grant contract documents will be issued within 90 days of award. The cost of administering the grant is being split with Beaufort County. Mayor Pro tem Mercer clarified this was the hotel project next to Fire Station #2.

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council authorized the Mayor to execute an Administrative Services Agreement with the Mid East Commission to administer the Rural Economic Infrastructure Grant for the Hotel Project.

AGREEMENT BETWEEN

THY OF WASHINGTON AND MID-BAST COMMISSION
FOR ADMINISTRATIVE SERVICES

NO DOC RUBAL ROOMAN SERVICES

THIS AGREEMENT, made the 12th day of Ostober, 2015, by and between the City of Washington, herein after referred to as CITY, and the Mid feat Commission, herein after referred to as the MCC.

WHEREAS, the CITY has roceived grant funding from the North Carolina Rural Economic Development Division to extend infrastructure to serve the "Hoofe Preject";

WHEREAS, the CITY has need of administrative assistance to assist the CITY with grant reporting, requisition and financial tracking requirements;

NOW, THEREFORE, the CITY and the MEC in consideration of mutual covenants hereinafter set forth, agree as follows:

SECTION A

The proposed administrative services shall include but not be limited to the following activities: General Administration

Quarterly Final Report Preparation

Prepare Roomandalistics, brants, Pagework for Section of Prepare and Submit Continuous Budget and Punda Expended Prepare and Submit Closeous Documentation

SECTION B

The MEC agrees to furnish personand, equipment, and materials necessary to accomplish project administrative activities as needed and requasted by the CITY.

SECTION C

The CITY shall form the the consultant a copy of all project related invoices. Invoices shall include engineering fees, important the work of the control of the proper of the study of the CITY.

SECTION D

The CITY shall compensate the MEC for administrative services a lump sum total of \$6,000. Four invoices for \$1,000 and will be bendined at 25%, 50%, 75% and 100% of construction completion. Proper to the CITY.

CITY of Williams and the control of the control of the compensation of an invoice by the MEC to the CITY.

CONTROL of the control

<u>ADOPT</u> – BUDGET ORDINANCE AMENDMENT FOR OUTSTANDING PURCHASE ORDERS FROM FY 2014/2015

Mayor Pro tem Mercer commented one purchase order to Rivers and Associates has been open since June 1st, 2012. Approximately 8-10 purchase orders were written after June 1st.

By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council adopted a budget ordinance amendment for purchase orders outstanding from fiscal year 2014-2015 that are being brought forward into fiscal year 2015-2016 for payment.

AN ORDINANCE TO AMEND THE BUDGET ORDINANCE OF THE CITY OF WASHINGTON, N.C. FOR THE FISCAL YEAR 2015-2016

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

Section1. That the following amounts are hereby appropriated for spending in FY 15/16 in order to satisfy existing contracts, grant obligations, and purchase orders at the end of last fiscal year.

Schedule A. General Fund

Information Systems	847
Economic Development	4,000
Police	3,591
Planning/Zoning	37,850
Streets	67,500

Grants

\$6,000

Powell Bill Rec Centers Senior Programs Parks & Grounds Total		13,432 3,500 5,895 <u>31</u> \$136,646
	Schedule B. Water Fund	
Water Construction Water Treatment Total		\$46,031 1,181 47,212
	Schedule C. Sewer Fund	
Wastewater Treatment Plant		\$1,394
Storm Water Drainage Operations	Schedule D. Storm Water Fund	\$16,096
	Schedule E. Electric Fund	
	Schedule L. Dicette I unu	
Meter Services Substation Maintenance Power Line Construction Total		19,855 7,048 <u>269,857</u> \$296,760
	Schedule F. Airport Fund	
Operations	Senedule 11 1111 port 1 unu	\$3,488
	Schedule G. Façade Grant Fund	

Section 2. That the following revenues be increased in the respective amounts to meet the foregoing obligations:

General Fund Balance Appropriated	136,646
Water Fund Balance Appropriated	47,212
Sewer Fund Balance Appropriated	1,394
Storm Water Fund Balance Appropriated	16,096
Electric Fund Balance Appropriated	296,760
Airport Fund Balance Appropriated	662
Vision 100 Grant 36237.38.11.1	2,826
Façade Grant Fund Balance Appropriated	<u>6,000</u>
Total	507,596

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 19th day of October, 2015.

ATTEST:

s/Cynthia S. Bennett

City Clerk

s/Jay MacDonald Hodges Mayor

<u>ADOPT</u> – BUDGET ORDINANCE AMENDMENT FOR PROJECTS NOT COMPLETED FY 2014/2015

Mayor Pro tem Mercer expressed comments regarding the power line construction projects that have not been completed and are requested to be carried forward.

Project Carry Forward 2015

<u>Account</u>	Account Description	<u>Project Description</u>	<u>Amount</u>
10-10-4310-3310	C.A.T. Expense	Spending of Annual Donations	980
35-90-8370-7400	Capital Outlay	2nd & 5th Street Feeder and Main Substation Rebuild Labor	269,616
35-90-8390-7400	Capital Outlay	NC Hwy 32 Feeder Rebuild and 2nd & 5th Street Line Rebuild Labor	488,332

757,948

Total

758,928

By motion of Mayor Pro Mercer, seconded by Councilman Beeman, Council authorized the Finance Department to move forward \$980 for the C.A.T. activities, but retain the \$757,948 in the Electric Fund - Fund Balance and when the projects are ready to move forward and be completed, the Electric Director will request the funds to be transferred and allocated at that time. Discussion.

The Finance Director and Electric Director discussed the projects that were not completed (see table above). Mr. Hardt explained the cost are for contract labor and we can move the funding once the projects are ready to be awarded.

Voting in favor of the motion: Mercer and Beeman; opposing: Brooks and Pitt. With the vote being tied 2-2, Mayor Hodges voted for the motion and the motion carried 3-2.

AN ORDINANCE TO AMEND THE BUDGET ORDINANCE OF THE CITY OF WASHINGTON, N.C. FOR THE FISCAL YEAR 2015-2016

BE IT ORDAINED by the City Council of the City of Washington, North Carolina:

<u>Section 1.</u> That the following accounts of the General Fund revenue budget be increased or decreased by the respective amounts indicated for donations received in last fiscal year but not spent:

10-00-3991-9910 Fund Balance Appropriated \$ 980

<u>Section 2.</u> That the following account of the General Fund appropriations budget be increased or decreased by the respective amounts indicated for spending prior year donations:

10-10-4110-3310 C.A.T. Expenses \$ 980

<u>Section 3.</u> All ordinances or parts of ordinances in conflict herewith are hereby repealed.

<u>Section 4.</u> This ordinance shall become effective upon its adoption.

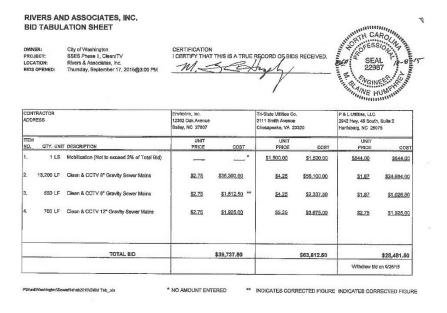
Adopted this the 19th day of October, 2015. **ATTEST:** s/Cynthia S. Bennett City Clerk

s/Jay MacDonald Hodges Mayor

NEW BUSINESS:

<u>AWARD/APPROVE</u> – CONTRACT FOR CLEAN AND CCTV CONTRACT TO ENVIROLINK, INC. OF BAILEY, NC AND APPROVE CORRESPONDING PURCHASE ORDER

(Background) On Thursday, September 17, 2015, informal bids were received for this project which includes the cleaning and videoing of gravity sewer lines around Washington. This work is the precursor for the sewer rehab project that was recently funded with a CWSRF loan. The work provided in this contract will allow us to better determine the exact location of proposed sewer rehab work that will take place in the near future.



By motion of Mayor Pro tem Mercer, seconded by Councilman Beeman, Council awarded a contract to Envirolink, Inc. of Bailey, NC for Cleaning and CCTV contract in reference to sewer rehab work and approve the corresponding purchase order.

(item moved from consent agenda:) <u>AWARD/APPROVE</u> – REPAIR TO PAS GENERATOR TO ATLANTIC POWER SYSTEMS OF NC, INC. AND APPROVE PURCHASE ORDER

(Background) The PAS generator failed and we are requesting that the leaking radiator be fixed. This process entails draining the radiator, removing the front portion of the enclosure, unbolt and reusing the radiator. In addition, it well be necessary to: dissemble, clean all useable parts, install new CAT cores and then reassembled. This repair is a budgeted amount for this fiscal year. #54158, Atlantic Power Systems of NC, \$24,898.51 to repair the PAS generator.

Mayor Pro tem Mercer indicated the peak generators are not making the City any money. Booth and Associates has been reviewing the peak generator program to determine the benefit to the City. Councilman Beeman inquired if it makes us money? Mr. Hardt explained that Booth and Associates presented information pertaining to this in April. Mr. Hardt also explained that the City saves about \$14,000 per month (wholesale) with this generator.

Councilman Beeman noted that he would like to continue this service for this company, but he would also like to see further studies that shows what the savings are for each generator. He continued by stating we need to start looking at a plan of action for discontinuing the generator program. Mayor Pro tem Mercer noted we should get out of this program and if the customer relies on this for emergency back-up, maybe we should look at selling the generator to the customer.

By motion of Councilman Beeman, seconded by Councilman Brooks, Council awarded repair of PAS Generator to Atlantic Power Systems of NC, Inc. and approved purchase order. Mayor Pro tem Mercer opposed ~ motion carried by 3-1 vote.

(item moved from consent agenda:) <u>AWARD/APPROVE</u> – CONTRACT TO ALCAN MANAGEMENT, LLC TO APPLY HERBICIDE WITHIN OUR RIGHT OF WAY FOR THE ELECTRICAL DISTRIBUTION SYSTEM AND APPROVE PURCHASE ORDER

(Background) This year our jurisdiction has received an enormous amount of rainfall and thus we are experiencing tremendous growth in our vegetation in and around our power lines. Therefore, the request is to award the contract to spay herbicide to 1/3 of our existing electrical right of way. This cost is ongoing throughout our system.

#54157, Alcan Management, LLC, \$28,000 to spray herbicide to 1/3 of system right of ways.

Mayor Pro tem Mercer expressed that in the current budget we approved the purchase of a vehicle to apply herbicide. Mr. Hardt noted there are two herbicide programs, one is applied at ground level and the other is vertically applied, the request tonight is for the vertically applied herbicide.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council awarded the contract to Alcan Management, LLC to apply herbicide within our right of way for the electrical distribution system in the amount of \$28,000 and approved the purchase order. Motion carried 3-1, with Mayor Protem Mercer opposing.

ANY OTHER BUSINESS FROM CITY MANAGER: NONE

ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL: NONE

CLOSED SESSION: UNDER NCGS§143-318.11(a)(3) ATTORNEY/CLIENT PRIVILEGE, (a)(6) PERSONNEL, (a)(7) & (a)(9), CRIMINAL INVESTIGATIONS, AND (a)(5) ACQUISTIONS OF PROPERTY ~ PROPERTY LOCATED AT SPRING ROAD & MARKET STREET EXTENSION, OWNER TOMMY MOORE

By motion of Councilman Pitt, seconded by Councilman Brooks, Council agreed to enter into closed session under NCGS § 143-318.11(a)(3) Attorney/Client Privilege, (a)(6)Personnel, (a)(7) & (a)(9) Criminal Investigations, and (a)(5) Acquisitions of Property ~ Property located at Spring Road & Market Street Extension, owner Tommy Moore at 7:10pm.

By motion of Councilman Pitt, seconded by Councilman Brooks, Council agreed to come out of closed session at 8:05pm.

By motion of Mayor Pro tem Mercer, seconded by Councilman Brooks, Council instructed the City Manager to begin the actions to terminate the lease with the Beaufort County Board of Education for the use of Kugler Field during the time (April - August) period that the City uses the property.

ADJOURN:

By motion of Councilman Pitt, seconded by Councilman Brooks, Council adjourned the meeting at 8:10pm until Monday, November 9, 2015 at 5:30 pm, in the Council Chambers.

Cynthia S. Bennett, MMC City Clerk